

Revised Closing Date
JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk
LOCATION: 3rd District Juvenile Court
STEP RANGE/SALARY: **28 - 40 /\$9.69 - \$13.42/hour (depends upon experience)**
26/\$9.18/hour with less than minimum qualifications
TYPE OF POSITION: (1) Full-time, with benefits
CLOSING DATE: **Open until filled**

DIRECT APPLICATIONS TO: Human Resources
450 South State, P.O. Box 140241
Salt Lake City, Utah 84114-0241
(801) 578-3804/3890

DUTIES: Under close supervision, performs clerical work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Maintaining jury rolls and performing other related jury duties
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions

MINIMUM QUALIFICATIONS: High school diploma or GED **plus** any combination of three years of higher education and/or clerical/customer service experience in an office environment. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required. **Verification of typing speed at 40 wpm from Dept of Workforce Services also required.**

APPLICATION INFORMATION: Applications may be obtained from the Administrative Office of the Courts, 450 S State, SLC, Dept of Workforce Services or online at: www.utcourts.gov

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.